

# Lenze Supplier Self Regis- tration (SSR) Quick Guide

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# Intro

This quick guide is intended for our current suppliers who want to share and update their company information and for new companies who want to apply to become a Lenze supplier.

This document contains step by step instructions how to fill and submit the data.

Any questions related to accessibility and technical challenges within the system should be directed to [Support.Synertrade@lenze.com](mailto:Support.Synertrade@lenze.com)

# Access to the platform

## 1. Self registration / Access to your account

### For new suppliers

How to navigate:

**Step 1:** Open your internet browser i.e. Firefox (recommended), Chrome, Edge...

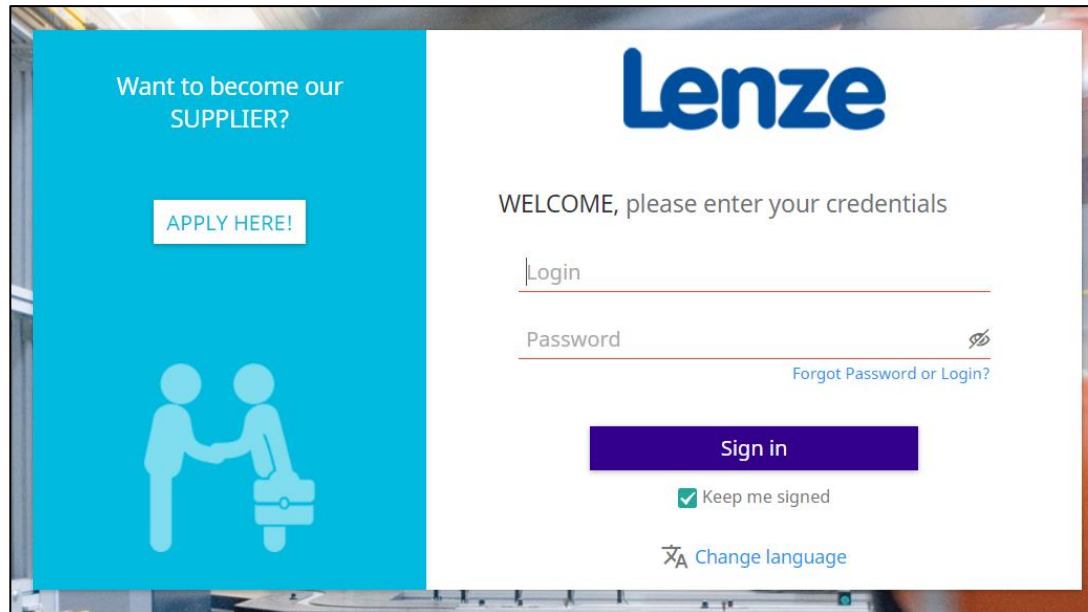
**Step 2:** Navigate to <https://lenze.synertrade.com>

**Step 3:** Click „APPLY HERE“ as a new supplier

### For registered suppliers

If you are registered as a supplier already, use the Login

**In case of a pop-up-warning – please follow the instructions of your browser**



# Self registration process

## 2. Company & Contact

**Lenze** Supplier Self Registration

Terms & Conditions | Status: Not submitted - wait for supplier answer  
Support: please click [HERE](#)

WELCOME PAGE | COMPANY & CONTACT | COMPANY CONTACTS | DETAILED INFORMATION | MATERIAL GROUP ASSIGNMENT | CERTIFICATE OVERVIEW | DOCUMENTS | COMPLETION OF SELF REGISTRATION

### Welcome to Supplier Self Registration

The following screens will guide you through the registration process step by step. It will take approximately 5-10 minutes to complete the registration. Please click on the "NEXT" tab at the bottom right.

You will find further information under: [www.Lenze.com/Company/Global Procurement](http://www.Lenze.com/Company/Global Procurement)

For assistance with the registration please contact support:

**Lenze Operations GmbH**  
Global Purchasing- Processes & Systems  
E-Mail: [Support.SynerTrade@lenze.com](mailto:Support.SynerTrade@lenze.com)

**NEXT**

Please click „NEXT“

# Self registration process

## 2. Company & Contact

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Welcome to the self registration of your company in our supplier database.  
**This is step 1/7.**  
Please complete the fields below with company and personal data.  
Mandatory fields are marked red. Please consider, that the "Login" field will be filled automatically and can not be changed after you finished the registration. Click "Next" to continue.

**COMPANY INFORMATION**

Company

Address

City

Postal code

State

Country

Language

Phone

E-Mail for ordering process

Currency

Website

VAT Number

**CONTACT INFORMATION**

1. Fill out all the mandatory fields (marked in red)

2. To open other fields, use the drop-down-arrow

3. After everything is filled out, click „NEXT“

**NEXT**



# Self registration process

## 3. Company Contacts

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**i** This is step 2/7. Here you can add the data of your colleagues one by one or maintain you data by clicking at the three dots.  
To add a new one, click "new contact" in the top left. After you are finished with the 1st one , move the cursor to the three dots at the left, "Apply " appears, and confirm. You can add now more names or you go to "Next" and continue your registration .

New contact

NO.	<input type="checkbox"/>	<input type="button" value="←"/>	ACADEMIC TITLE	TITLE	FIRST NAME	LAST NAME	DEFAULT CONTACT	EMAIL ADDRESS	TELEPHONE	MOBILE/CELL	FAX	LANGUAGE	DEPARTMENTS	C
			Search	Search	Search	Search	Please select...	Search	Search	Search	Search	Search	Search	Search
1	<input type="checkbox"/>	<input type="button" value="⋮"/>			Hanni	Nanni	<input checked="" type="checkbox"/>	info@bestellunge424n1.com	2543738			English (UK)		

1 Record exists Show 10 Records

PREVIOUS **NEXT**

In „company contacts“, everyone, who wants to work with Lenze, can be added.

Therefore click „New contact“ and fill out the mandatory fields.

After all persons are added please click „NEXT“.

# Self registration process

## 4. Detailed information

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**i** This is step 3/7, please complete your detailed information. Mandatory fields are marked red. Click "Next" to continue.

**GENERAL INFORMATION**

Founded In \_\_\_\_\_  
reference customer \_\_\_\_\_  
number of customer total \_\_\_\_\_  
spoken and written communication in English possible (yes/no)   
Production sites (country, city)   
headquarter (Country, City) \_\_\_\_\_

**ORGANISATION**

number of employees total \_\_\_\_\_  
number of employees production \_\_\_\_\_  
number of employees development \_\_\_\_\_  
Number of administration employees \_\_\_\_\_  
Corporate compliance \_\_\_\_\_  
significant shareholding in other companies \_\_\_\_\_

**MEASURING ROOM / LABORATORY**

measuring room available (yes/no) \_\_\_\_\_  
Laboratory available [yes / no] \_\_\_\_\_

**PART SPECTRUM**

main product group \_\_\_\_\_  
others

**TURNOVER AND MANAGEMENT**

Turnover in the last financial year \_\_\_\_\_  
Sales in the year before last

**VERTICAL RANGE OF MANUFACTURE (INTHOUSE MAIN PROCESSES)**

processes

In this step additional information of the company can be added, but it is not mandatory

After entering, click „NEXT“

# Self registration process

## 5. Material group assignment

**Lenze** Supplier Self Registration Terms & Conditions Status: M  
Support: ple

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Selection includes sub elements

🔍 Type here to search

[1] please unfold to see the various areas

- Passive electronic parts, discrete, arrays, transformer...
- Active electronic parts, semiconductor, power modules, ICS, discrete
- Electromechanic parts, pcbs, connectors, compact fans .....
- Gears boxes, turning & milled parts, paints, oil..
- Metal stamp parts, plastic injection molding parts
- Aluminium die cast, iron cast
- Motor & pinion shafts..., worm gearing, bevel gears
- EMS products (pcba, modules, brand label products)
- Ball bearings, magnets, brakes, encoder, resolver..
- Motor laminations, rotor, windings
- Wave filter, main chokes, raw & assembled cable
- Braking resistors, power supplies, fuses, software
- Complete electric motors

[02] Lenze Non Productionmaterial

- packaging material & production- & office equipment, general services, consultancy

Please unfold the material groups by clicking „+“, then choose the one which fits most to your products

After choosing, click „NEXT“



# Self registration process

## 6. Certificate overview

This is step 5/7. Please indicate here your company's certificates.  
You can name current and planned certificates, therefore click "New" in the top left. Then enter the red marked fields (please note the upload-field at the very right side [after uploading click "close", then "save", then "close"]) and go to the three dots in the left. Click "Apply" to save the data.  
After that, click "NEXT" to get to the next registration step.

**New**

NO.	<input type="checkbox"/>		CERTIFICATE NAME	ALTERNATIVE NAME	MANUFACTURING SITE	CERTIFICATION AUTHORITY	VALID FROM	VALID UNTIL	STATUS	REMIND ME PRIOR TO CERTIFICATE EXPI
			Search	Search	Search	Search	Search	Search		Please select...

0 Records exist Show 10 Records

PREVIOUS **NEXT**

If you want to share your certificates with Lenze, click „New“

After uploading or if there is nothing to upload, click „NEXT“

# Self registration process

## 7. Certificate overview

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### Terms & Conditions

Thank you for your application to Lenze.

Herewith you confirm that your information provided is correct and you agree with the transmission of your data.  
Please **complete** your registration- click the **"ACCEPT"** button below at the bottom right.

As soon as possible we will inform you about the next steps.

Best regards

Lenze Global Procurement

To complete the registration click „ACCEPT“

[PREVIOUS](#) [ACCEPT](#) [REJECT](#)

# Finalization

1. After you completed your registration, it will be sent to the responsible purchaser at Lenze
2. You will get an e-mail, once your company is approved at first step, called „**Potential**“
3. For final approval the purchaser will contact you directly to align the Non-Disclosure-Agreement and Code of Conduct.

**These documents are mandatory for receiving RFQs!**



**Lenze**  
engineered to win

**Thank  
you**

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